# OA CANS/ANSA System  - Draft of Alameda County Roles and Permission

| Role | Permissions |
|---|---|
| **Clerical Staff** | • Data entry in assigned reporting units (RUs) May approve data entered CANS/ANSA tool in OA if pre-approved by Senior or Supervisor Clinician. |
| **Clinician** | • Restricted to designated RUs assigned by CBO administrator<br>• Access to view CANS and reports for any client with an open episode in assigned RU(s), including CANS data entered by other RUs/CBOs<br>• Submit CANS as draft – must be finalized by supervisor |
| **Senior Clinician** | • Same as clinician but can approve their own assessments.  (Licensed or Waivered Staff) |
| **Supervisor Clinician** | • Same as Clinician but must approve CANS for them to be finalized and has access to supervisor level reports<br>• Can produce reports for assigned RUs<br>• Can write/edit assessments<br>• Cannot revise finalized/submitted assessments |
| **CBO System Administrator** | • CBO user account setup (assigns CBO users to RUs , sets user roles within CBO)<br>• Upload data<br>• Client level access at agency level<br>• Can produce reports for entire agency<br>• Can edit finalized  assessments |
| **CBO Director** | • Same as Supervisor Clinician except access to all agency's RU<br>• Can produce reports for entire agency |
| **BHCS Contract Manager** | • Read only access to aggregate report (no client level /PHI access)<br>• Multi agency access |
| **BHCS Program Director** | • Same as CBO Director<br>• May be able to see multiple agencies |
| **BHCS Management** | • Read only access<br>• Access to all client level data<br>• Access to all reports<br>• All agencies/RUs |
| **BHCS System Administrator** | • Access to everything<br>• Assigns roles to BHCS staff |